


Working with Windows Programs

Objectives

- ▶ Start a program
- ▶ Open and save a WordPad document
- ▶ Edit text in WordPad
- ▶ Format text in WordPad
- ▶ Create a graphic in Paint
- ▶ Copy data between programs
- ▶ Print a document
- ▶ Play a video or sound clip
- ▶ Create a movie

Now that you know how to work with common Windows graphical elements, you're ready to work with programs. A program is software you use to accomplish specific tasks, such as word processing and managing files on your computer. Windows comes with several **accessories**: built-in programs that, while not as feature-rich as many programs sold separately, are extremely useful for completing basic tasks. In this unit, you work with some of these accessories.


 John Casey owns Wired Coffee Company, a growing company that uses Windows XP. John needs to prepare a new coffee menu, so he plans to use two Windows accessories, WordPad and Paint, to create it. He also wants to use two other multimedia accessories, Windows Media Player and Windows Movie Maker, to play video and sound clips and work with a movie on his computer.





Windows XP

Starting a Program

A **Windows program** is software designed to run on computers using the Windows operating system. The most common way to start a Windows program is to use the Start menu, which provides easy access to programs installed on your computer. Clicking the Start button on the taskbar displays the Start menu, which lists common and recently used programs and the All Programs submenu, with additional programs on the left side. In this lesson, you will start a Windows accessory called **WordPad**, a word processing program that comes with Windows. As you look for WordPad on the Accessories submenu, you might notice an accessory called **Notepad**. The accessory names are similar, and both programs work with text. Notepad is a text-only editor, in which you can enter and edit text only with basic document formatting. WordPad is a word processing program, in which you can create and edit documents with complex formatting and graphics. With both programs, you can open only one document per open program window at a time.  John wants to use WordPad to prepare the text of his new coffee menu, so he needs to start this program.

Steps 1 2 3 4

1. Click the **Start button** on the taskbar

The Start menu opens.

QuickTip

If a single arrow appears at the top or bottom of the All Programs submenu, point to the arrow to scroll up or down the menu to view more elements.

2. Point to **All Programs** on the Start menu

The All Programs submenu opens, listing the programs and submenus for programs installed on your computer. WordPad is in the submenu called Accessories.


3. Point to **Accessories** on the All Programs submenu

The Accessories submenu opens, as shown in Figure B-1, containing several programs to help you complete common tasks. You want to start WordPad.

Trouble?

If the Toolbar, Format Bar, ruler, or status bar do not appear, click View on the menu bar, then click the element you want to view so that a checkmark appears.

4. Click **WordPad** on the Accessories submenu

Your mouse pointer changes momentarily to , indicating that Windows is starting the WordPad program. The WordPad window then appears on your desktop, as shown in Figure B-2. The WordPad window includes two toolbars, called the Toolbar and Format Bar, as well as a ruler, a work area, and a status bar. A blinking line, known as the **insertion point**, appears in the work area of the WordPad window, indicating where new text will appear. The WordPad program button appears in the taskbar and is highlighted, indicating that WordPad is now open and running.

5. Click the **Maximize button** in the WordPad window, if necessary

WordPad expands to fill the screen. In the next lesson you will open and save a document in WordPad.



Creating documents in other languages

You can install multiple languages on your computer, such as Hebrew, Arabic, Japanese, French, Spanish, German, and many others. You can choose which language you want to use when you create a document, then Windows makes the characters for that language available. You can create documents in more than one language using WordPad or Notepad. To install additional languages, open the Control Panel in Classic View, double-click Regional and Language Options, click the Languages tab, click Details to open the Text Services and Input Languages dialog box, click Add to open the Add Input language dialog box, click the Input language list arrow, click the language you want to add, then click OK. Under Preferences, click

Language Bar, click the check boxes to turn off advanced text services and turn on options to display the Language Bar on the desktop and language icons (the first two letters of the current input language, such as EN for English) in the notification area of the taskbar, then close the remaining dialog boxes. To compose a document that uses more than one language, click the language icon on the Language Bar or taskbar, click the language you want to use in the list that opens, then type your message. The language setting remains in place until you change it or shutdown your computer. Any recipient of multilanguage documents must also have the same languages installed on their computer to read and edit the documents.

FIGURE B-1: Starting WordPad using the Start menu

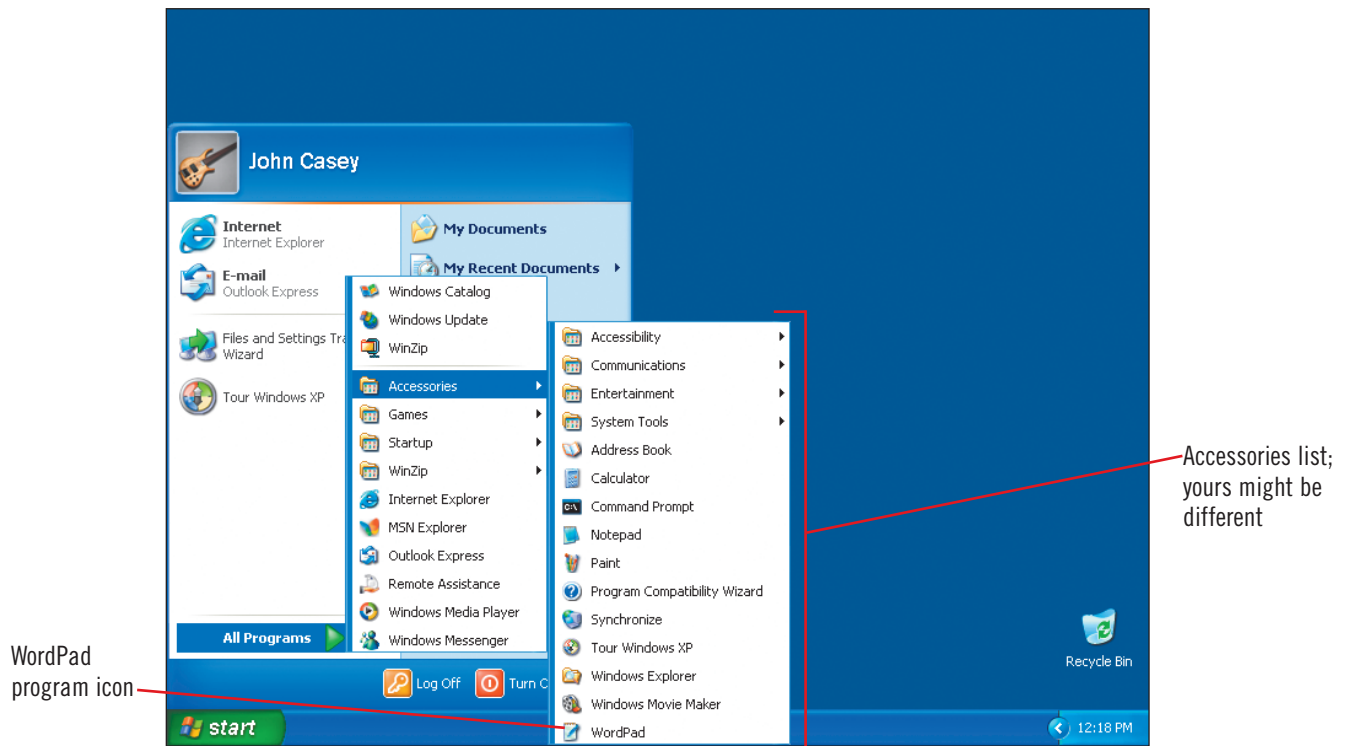
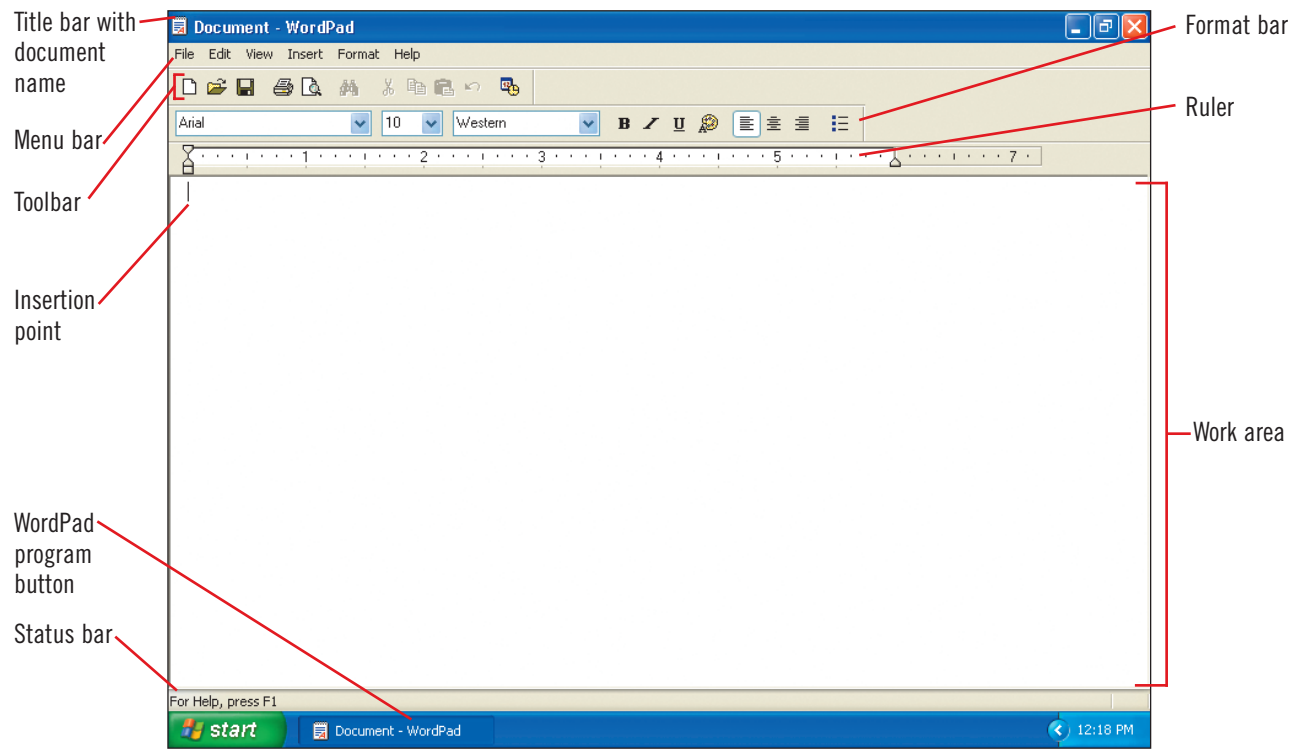



FIGURE B-2: Windows desktop with the WordPad window open





Opening and Saving a WordPad Document

A **document** is a file you create using a word processing program, such as a letter, memo, or resume. When you start WordPad, a blank document appears in the work area, known as the **document window**. You can enter information to create a new document and save the result in a file, or you can open an existing file and save the document with changes. Until you save a document it is stored in the computer's **Random Access Memory (RAM)**, temporary storage whose contents are erased when you turn off the computer. To store a document permanently, you save it as a file, a collection of information that has a unique name and location.  Rather than typing the menu from scratch, John opens an existing document that contains text of the coffee menu and saves it with a new name before making any changes to it.

Steps 1234

Trouble?

In this book, files are displayed with file extensions. Your display may differ.


Trouble?

If you are not sure how to locate your Project Files, contact your instructor or technical support person.

QuickTip

Windows saves all your documents in and opens them from the My Documents folder on your desktop unless you choose a different location.

QuickTip

When a document is open, click the New button  on the Toolbar to create a blank new document.

1. Click the **Open button** on the Toolbar

The Open dialog box opens, where you locate and choose a file to open. Icons in the **Places bar**, on the left side of the dialog box, are used to navigate to common locations or recently used files and folders. The Files of type text box shows that the document is of type Rich Text Format (.rtf), the default for WordPad. **Rich Text Format** is a standard text format that includes formatting and provides flexibility when working with other programs.

2. Click the **Look in list arrow**, then click the drive and folder where your Project Files are located

A list of files and folders appears in the file list, as shown in Figure B-3. The files shown are determined by the option chosen in the Files of type list. You can select a file from the file list or type the name of the file in the File name text box. When you type a name in the File name text box, **AutoComplete** suggests possible matches with previous filename entries. You can continue to type or click the File name list arrow, then click a matching filename from the list.

3. If no filenames appear in the file list, click the **Files of type list arrow**, then click **Rich Text Format (*.rtf)**

4. In the file list, click **Win B-1** to select the file, then click **Open**

The Win B-1 file opens a menu for the coffee company. To prevent accidental changes to the original, you save the document in another file with a new name. This makes a copy of it so that you can change the new document and leave the original file unaltered.

5. Click **File** on the menu bar, then click **Save As**

The Save As dialog box opens, as shown in Figure B-4, which you can use to save an existing document with a new name and in a different folder or drive.

6. If necessary, select the filename **Win B-1** by dragging the mouse pointer over it

You must select text before you can modify it. When you select text, any action you take affects it.

7. Type **Coffee Menu** to replace the selected text

When you start typing, the text you type replaces the selected text in the File name text box.

8. Click **Save**

You saved the file with a new name in the same folder and drive as the Win B-1 file. The original file, called Win B-1, closes automatically, and the new filename, Coffee Menu, appears in the title bar of the WordPad window.

FIGURE B-3: Open dialog box

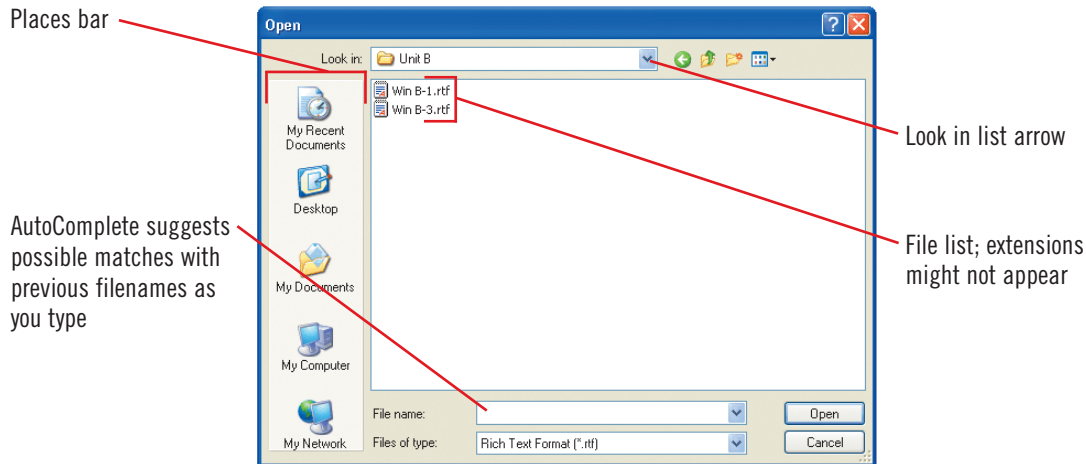
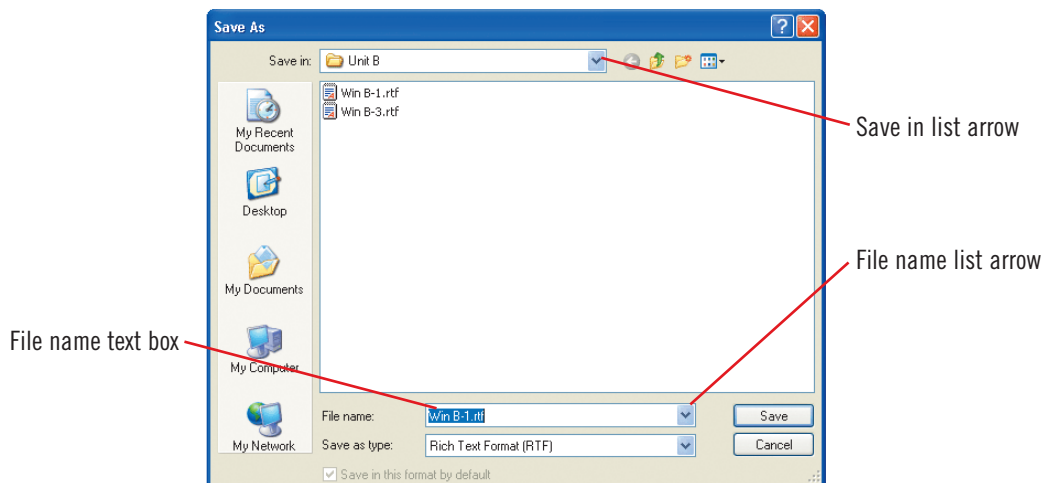


FIGURE B-4: Save As dialog box




File extensions

The program Windows uses to open a document depends on a three-letter extension to the document's filename, called a **file extension**. You might have never seen a document's file extension because your system might be set up to hide it. The file extension for simple text files is ".txt" (pronounced "dot t-x-t"), and many graphic files have the extension ".bmp". This means that the full name for a text file named Memo is Memo.txt. If you double-click a document whose filename ends with the three-letter extension ".txt," Windows automatically opens the document with Notepad, a text only editor. If you want to display or change file extension settings, click the Start

button on the taskbar, click My Documents, click Tools on the menu bar, then click Folder Options. If you want to display file extensions in dialog boxes and windows, click the View tab in the Folder Options dialog box, then click the Hide extensions for known file types check box to deselect it in the Advanced settings list box. If you want to change the program Windows automatically starts with a given file extension, click the File Types tab in the Folder Options dialog box to see the list of the file extensions Windows recognizes and the programs associated with each of them, and make changes as appropriate.



Editing Text in WordPad

One of the advantages of using a word processing program is that you can **edit** a document, or change the contents without re-creating it. In the WordPad work area, the mouse pointer changes to the I-beam pointer, which you can use to reposition the insertion point (called **navigating**) and insert, delete, or select text. Table B-1 describes several methods for selecting text in a document. You can also move whole sections of a document from one place to another using the Cut and Paste commands or the drag-and-drop method. The **drag-and-drop** method allows you to simply drag text from one location to another, while the Cut and Paste commands require several steps. When selected text is cut from a document, Windows removes it from the document and places it on the **Clipboard**, a temporary storage place where it remains available to be pasted elsewhere. When you want to move a section of a document a short distance (within the same screen), the drag-and-drop method works best, while the Cut and Paste commands are better when dragging for a longer distance, or for text you want to insert in more than one location.  John wants to add a greeting, modify the price of coffee, change the order of menu items so that they are alphabetical, and move text in the Coffee Menu document.

Steps 1 2 3 4

1. Press [↓] three times

The insertion point appears at the beginning of the blank line just above the text “Specialty Coffee.”

2. Type **Welcome to the taste tantalizing coffee selections offered to you by Wired Coffee Company. You will find a variety of specialty coffees, including Single Origin, Blends, Dark Roasts, and Decaffeinated.**, then press [Enter]

WordPad keeps the text on multiple lines together in the same paragraph, using **word wrap**. The text wraps to the edge of the window or to the right side of the ruler depending on your word wrap settings. When you press [Enter], you create a new paragraph. After inserting new text, you want to edit some existing text. To correct a mistake or to change text, you press [Backspace] to delete the character to the left of the insertion point until you delete the text, then retype the text.

3. In the price of the Breakfast Blend (Decaf) coffee, click to the right of the last digit, press [Backspace] twice, then type **00**

The number changes from “12.95” to “12.00.” Now you want to rearrange the list so that the coffees are listed in alphabetical order. To do this, you first must select the text you want to move.

4. Position the pointer in the margin to the left of the first character in the line “Espresso Dark Roast,” the pointer changes to shown in Figure B-5, then double-click

Double-clicking selects the entire paragraph, which in this case is only one line.

QuickTip

To view the Clipboard, click the Start button on the taskbar, point to All Programs, point to Accessories, point to System Tools, then click Clipboard Viewer.



5. Click the **Cut button** on the Toolbar

The selected text is cut from the document and placed on the Clipboard.

6. Click to the left of the first character in the line that begins with Ethiopian Harrar, then click the **Paste button** on the Toolbar

The selection you paste is inserted at the location of the insertion point. The coffee list is now in alphabetical order.

7. Double-click the word “gourmet” in the bottom paragraph to select it, then drag the selection to the left of the word “bean”

As you drag the pointer, the pointer changes from  to  and the insertion point moves, indicating where the selection is placed in the document.

8. Click the **Save button** on the Toolbar

You saved the changes made to the Coffee Menu document.

FIGURE B-5: Editing a WordPad document

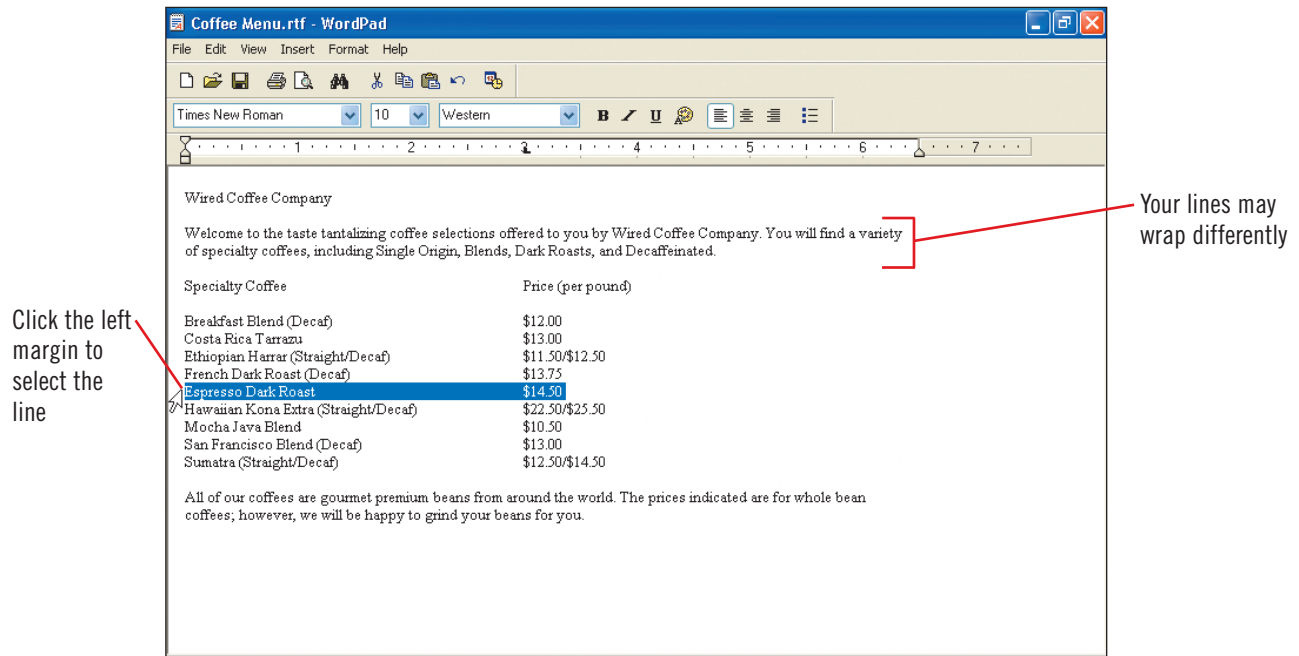



TABLE B-1: Methods for selecting text

to select	do this
A single word	Double-click the word
A single line	Click the left margin to the left of the first character in the line
A single paragraph	Triple-click a word within the paragraph or double-click the left margin to the left of the first character in the paragraph
Any part of a document	Drag the mouse to select the text you want to select
A large selection	Click at the beginning of the text you want to select, then press and hold [Shift] while you click at the end of the text you want to select
The entire document	Triple-click the left margin



Setting paragraph tabs


Tabs set how text or numerical data aligns in relation to the edges of the document. A **tab stop** is a predefined stopping point along the document's typing line. Default tab stops are set every half-inch on the ruler, but you can set multiple tabs per paragraph at any location. Each paragraph in a document contains its own set of tab stops. The default tab stops do not appear on the ruler, but the manual tab stops  you set do appear. To display the tab stops for a paragraph

on the ruler, click any word in the paragraph. To set a tab stop, click the ruler where you want to set it or use the Tabs command on the Format menu to open the Paragraph dialog box, from which you can set tabs. Once you place a tab stop, you can drag the tab stop to position it where you want. To delete a tab stop, drag it off the ruler. If you want to add or adjust tab stops in multiple paragraphs, simply select the paragraphs first.



Windows XP

Formatting Text in WordPad

You can change the **format**, or the appearance, of the text and graphics in a document so that the document is easier to read or more attractive. Formatting text is a quick and powerful way to add emphasis, such as bold, italics, underline, or color, to parts of a document. For special emphasis, you can combine formats, such as bold and italics. In addition, you can change the font style and size. A **font** is a set of characters with the same typeface or design, such as Arial or Times New Roman, that you can increase or decrease in size. Font size is measured in points; one **point** is 1/72 of an inch high. You can make almost all formatting changes in WordPad using the Format Bar, which appears below the Toolbar in the WordPad window. Table B-2 provides examples of each button on the Format Bar. You can determine the current formatting for text in a document by placing the insertion point anywhere in the text, then looking at the button settings on the Format Bar.  John wants to make the Coffee Menu document more attractive and prominent by centering the title, bolding it, and increasing its size.

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QuickTip

To insert a special character, such as a trademark, click the Start button on the taskbar, point to All Programs, point to Accessories, point to System Tools, then click Character Map. Click a character, click Select, click Copy, place the insertion point in your document, then click the Paste button on the Toolbar.

QuickTip

To change the font type, size, style, and color at once, click Format on the menu bar, click Font, make selections in the Font dialog box, then click OK.

Trouble?

If a capital O symbol appears next to a font name in the Fonts list, it is an OpenType font, which appears the same on both your printer and screen. Select it whenever possible.

1. Select the text **Wired Coffee Company** at the top of the document

Once you select the text you want to format, you can select formatting options on the Format Bar, such as the Center, Bold, or Italic buttons, to apply to the text.

2. Click the **Center button**  on the Format Bar

The title is now centered and the Center button is selected (“turned on”), while the Left Align button is deselected (“turned off”). Related buttons, such as Left Align, Center, and Right Align, on a toolbar act like options in a dialog box—only one button can be turned on and used at a time; click one to turn it on, and the other related ones turn off.

3. Click the **Bold button**  on the Format Bar

The selected material appears in boldface. If you didn’t like the way boldface looked, you would click the button again. Some buttons act as **toggle** switches—click once to turn the format feature on, click again to turn it off. The Bold, Italic, Underline, and Bullets buttons are examples of toggle buttons.

4. Click the **Italic button**  on the Format Bar


Bold and italics are both applied to the selected text. Italicizing does not provide the effect that you want, so you change it back to its previous look.

5. Click the **Undo button**  on the Toolbar

The **undo** command reverses the last change made, such as typing new text, deleting text, and formatting text. Undo cannot reverse all commands (such as scrolling or saving a document), but it is a quick way to reverse most editing and formatting changes.

6. Click the **Font list arrow**  on the Format Bar, then click **Arial**

The font, or typeface, of the text changes to Arial.

7. Click the **Font Size list arrow**  on the Format Bar, then click **14**

The selected text changes in size to 14 point.

8. Click the **Color button**  on the Format Bar, then click **Blue**

The selected text changes in color from Black to Blue.

9. Click anywhere in the document to deselect the text, then click the **Save button**  on the Toolbar

Figure B-6 shows the changes made to the Coffee Menu document. Leave WordPad open for now, and continue to the next lesson.

FIGURE B-6: Formatted WordPad document

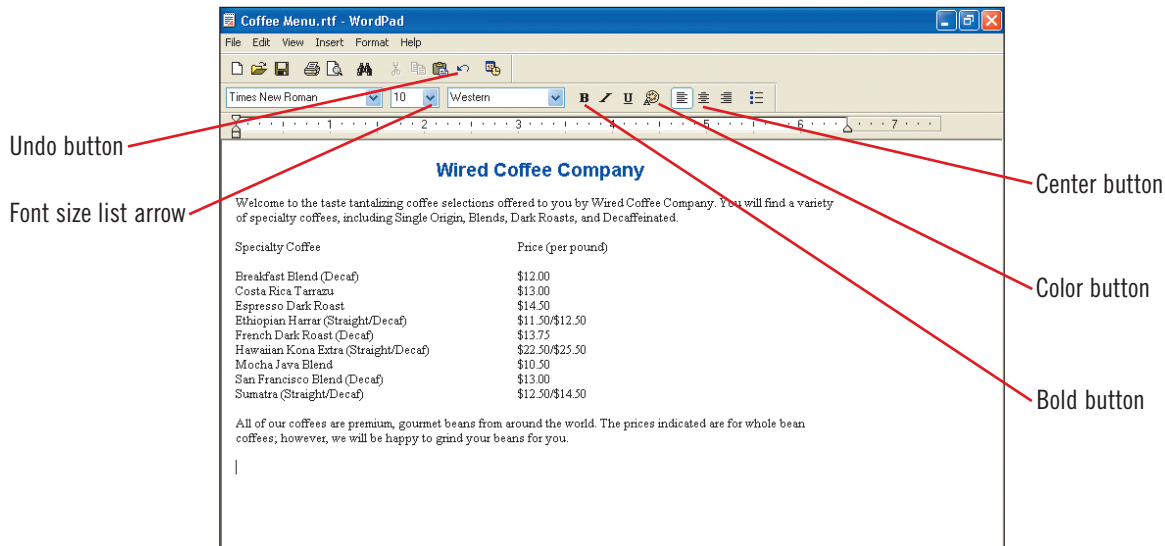






TABLE B-2: Format Bar buttons and list arrows

button or list arrow	name	function	example
	Font	Select a font	Arial
	Font Size	Select a font size	14 point
	Font Script	Select a language type	Western
	Bold	Apply boldface style	Bold
	Italic	Apply italic style	<i>Italic</i>
	Underline	Apply underline style	<u>Underline</u>
	Color	Apply or change color	Color
	Align Left	Align paragraph to the left margin	Align left
	Center	Align paragraph to the center between left and right margin	Center
	Align Right	Align paragraph to the right margin	Align right
	Bullets	Create a bulleted list	• Bullet



Setting paragraph indents


When you indent a paragraph, you move its edge in from the left or right margin. You can indent the entire left or right edge of a paragraph or just the first line. The markers on the ruler control the indentation of the current paragraph. The left side of the ruler has three markers. The top triangle, called the **first-line indent marker** , controls where the first line of the paragraph begins. The bottom triangle, called the **hanging indent marker** , controls where the remaining lines of the paragraph begin. The small square under the bottom triangle, called the **left indent marker** , allows

you to move the first-line indent marker and the left indent marker simultaneously. When you move the left indent marker, the distance between the hanging indent and the first line indent remains the same. The triangle on the right side of the ruler, called the **right indent marker** , controls where the right edge of the paragraph ends. You can also set paragraph indents using the Paragraph command on the Format menu, making your changes in the Paragraph dialog box, then clicking OK.



Windows XP

Creating a Graphic in Paint

Paint is a Windows accessory you can use to create and work with graphics or pictures. Paint is designed to create and edit bitmap (.bmp) files, but you can also open and save pictures created in or for other graphics programs and the Internet using several common file formats, such as .tiff, .gif, or .jpeg. A **bitmap** file is a map of a picture created from small dots or bits, black, white, or colored. You can find buttons, known as **tools**, for drawing and manipulating pictures in the Paint Toolbox, located along the left edge of the window, and described in Table B-3. Tools in the Toolbox act like options in a dialog box—only one tool can be turned on and used at a time. A tool remains turned on until another tool in the Toolbox is selected. In addition, you can use commands on the Image menu, such as rotate, stretch, and invert colors, to further modify pictures in Paint. You can open more than one Windows program at a time, called **multitasking**, so while WordPad is still running, you can open Paint and work on drawings and pictures.  John has already created a logo for his coffee company. Now he wants to review the logo and revise it before using it in his promotional materials.

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1. Click the **Start button** on the taskbar, point to **All Programs**, point to **Accessories**, click **Paint**, then click the **Maximize button** in the Paint window, if necessary. The Paint window opens and is maximized in front of the WordPad window.

2. Click **File** on the menu bar, click **Open**, click the **Look in list arrow**, then navigate to the drive and folder where your Project Files are located. A list of all the picture files in the selected folder appears.

QuickTip

Windows organizes all your picture files in and opens them from the My Pictures folder located, by default, in the My Documents folder to provide a consistent place to store all your pictures.

3. In the file list, click **Win B-2**, then click **Open**.

The file named Win B-2 opens in the Paint window, shown in Figure B-7. If you cannot see the logo on your screen, use the scroll buttons to adjust your view. You decide the logo could use some final modifications. Before you make any changes, you want to save this file with a more meaningful name so your changes don't affect the original file.

4. Click **File** on the menu bar, click **Save As**, then save the file as **Wired Coffee Logo** to the drive and folder where your Project Files are located.

As you type the new name of the file, Windows automatically determines the file type and changes the format in the Save as type list. In this case, the format changes to 256 Color Bitmap. You want to add a rounded border around the logo.


QuickTip

Press and hold [Shift] while you drag a drawing tool to create a proportional drawing, such as a square or circle.


5. Click the **Rounded Rectangle tool**  in the Toolbox, then click the third color from the left in the second row of the color box.


The Rounded Rectangle tool is active, and color fill options appear below the Toolbox. The Foreground color (top color box) on the right side of the Paint Color box changes to red, while the Background color (bottom color box) remains white. The Foreground color is for lines, text, or brush strokes, while the Background color is for filling in a shape. You right-click a color in the Paint Color box to change the foreground color.

6. Move the pointer into the Paint work area.

When you move the mouse pointer into the work area, it changes to , indicating that you are ready to draw a rounded rectangle.

Trouble?

If your rounded rectangle doesn't match Figure B-8, click the Eraser/Color tool  in the Toolbox, drag to erase the rounded rectangle, then repeat Step 7.

7. Beginning above and to the left of the logo, drag  so that a rounded rectangle surrounds the image, then release the mouse button when the pointer is below and to the right of the image, as shown in Figure B-8.

You like this new look. The logo is complete but you need to save it.

8. Click **File** on the menu bar, then click **Save**.

Now you can use the logo in your other documents.

FIGURE B-7: Company logo in Paint

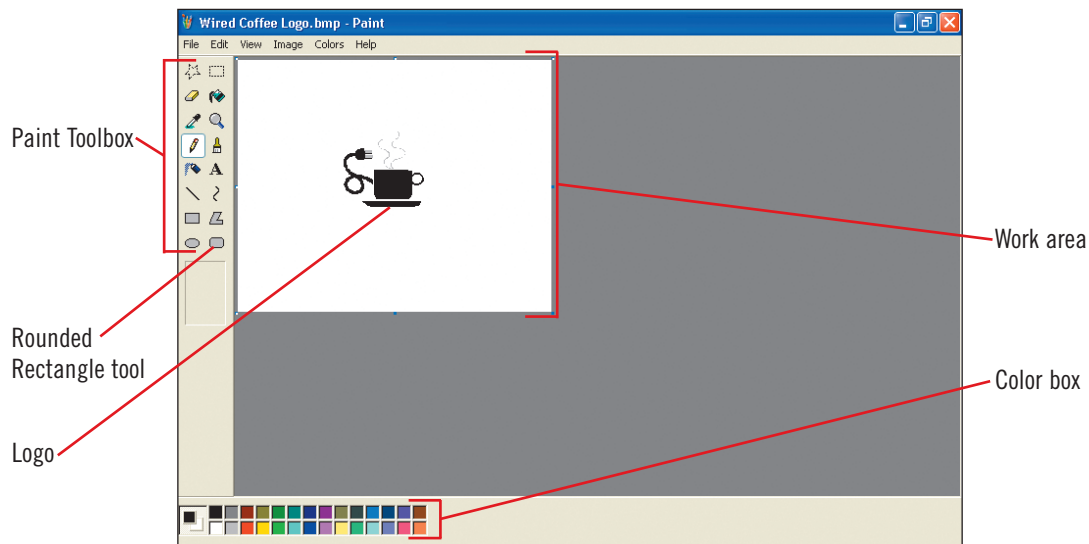


FIGURE B-8: Company logo with rounded rectangle

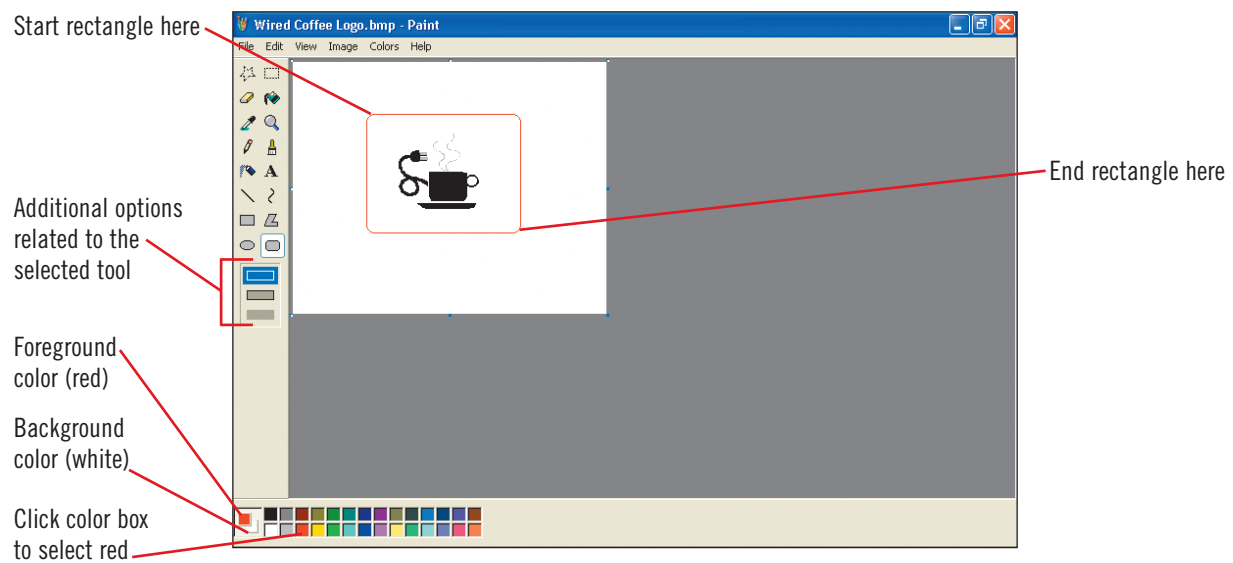



TABLE B-3: Tools in the Paint Toolbox

tool	used to	tool	used to
Free-Form Select	Select a free-form or irregular shape	Airbrush	Create dispersed lines and patterns
Select	Select a square or rectangular shape	Text	Enter text in drawings
Eraser/Color Eraser	Erase or color part of a drawing	Line	Draw a straight line
Fill With Color	Fill a closed shape with the current color or texture	Curve	Draw a free-form line
Pick Color	Pick up a color from the picture for drawing	Rectangle	Draw a rectangle or square shape
Magnifier	Magnify part of an image	Polygon	Draw a polygon or irregular shape from connected straight-line segments
Pencil	Draw a freehand line	Ellipse	Draw an oval or circle
Brush	Draw a brush stroke using a brush with the selected size and shape	Rounded Rectangle	Draw a rectangle or square with rounded corners



Copying Data Between Programs

One of the most useful features Windows offers is the ability to use data created in one file in another file, even if the two files were created in different Windows programs. To work with more than one program or file at a time, you simply need to open them on your desktop. A **program button** on the taskbar represents any window that is open on the desktop. When you want to switch from one open window to another, click the correct program button on the taskbar. If you **tile**, or arrange open windows on the desktop so that they are visible, you can switch among them simply by clicking in the window in which you want to work. Just as you worked with the Cut and Paste commands to rearrange text in WordPad, you can use the same commands to move and copy data between two different files. Table B-4 reviews the Cut, Copy, and Paste commands and their associated keyboard shortcuts.  John wants to add the company logo, which he created with Paint, to the Coffee Menu document, which he created with WordPad. First he switches to Paint and copies the logo. Then he switches to WordPad, determines exactly where he wants to place the logo, and pastes the Paint logo into the WordPad document.

Steps 1234

Trouble?

If your windows don't appear tiled, click the program button on the taskbar for each program, ensure that both windows are maximized, then repeat Step 1.





1. Make sure both WordPad and Paint are open and that there are no other program windows open, place the mouse pointer on an empty area of the taskbar, **right-click**, then click **Tile Windows Vertically** on the shortcut menu
The windows (Paint and WordPad) are next to one another vertically, as shown in Figure B-9, so you can maneuver quickly between them while working.
2. Click the **Paint program button** on the taskbar, or click anywhere in the Paint window
The Paint program becomes the **active program**. The title bar text changes from gray to white, and the Close button changes from purple to red.
3. Click the **Select button**  in the Toolbox, then drag around the coffee logo to select it
Dragging with the Select tool selects an object in Paint for cutting, copying, or performing other modifications.
4. Click **Edit** on the Paint menu bar, then click **Copy**
When an item is copied, a copy of it is placed in the Clipboard to be pasted in another location, but the item also remains in its original place in the file.
5. Click the first line of the WordPad document
The WordPad program becomes active, and the insertion point is on the WordPad page, where you want the logo to appear. If you cannot see enough of the page, use the scroll buttons to adjust your view.
6. Click the **Paste button**  on the WordPad toolbar
The logo is pasted into the document, as shown in Figure B-9.
7. Click the **Maximize button** in the WordPad window, click the **Center button**  on the Format Bar, then click below the logo to deselect it
The logo is centered in the document.
8. Click **⏏** at the bottom of the document, type your name, then click the **Save button**  on the WordPad toolbar
The document is complete and ready for you to print.
9. Click the **Paint program button** on the taskbar, then click the **Close button** in the Paint window

FIGURE B-9: Logo copied from one program to another

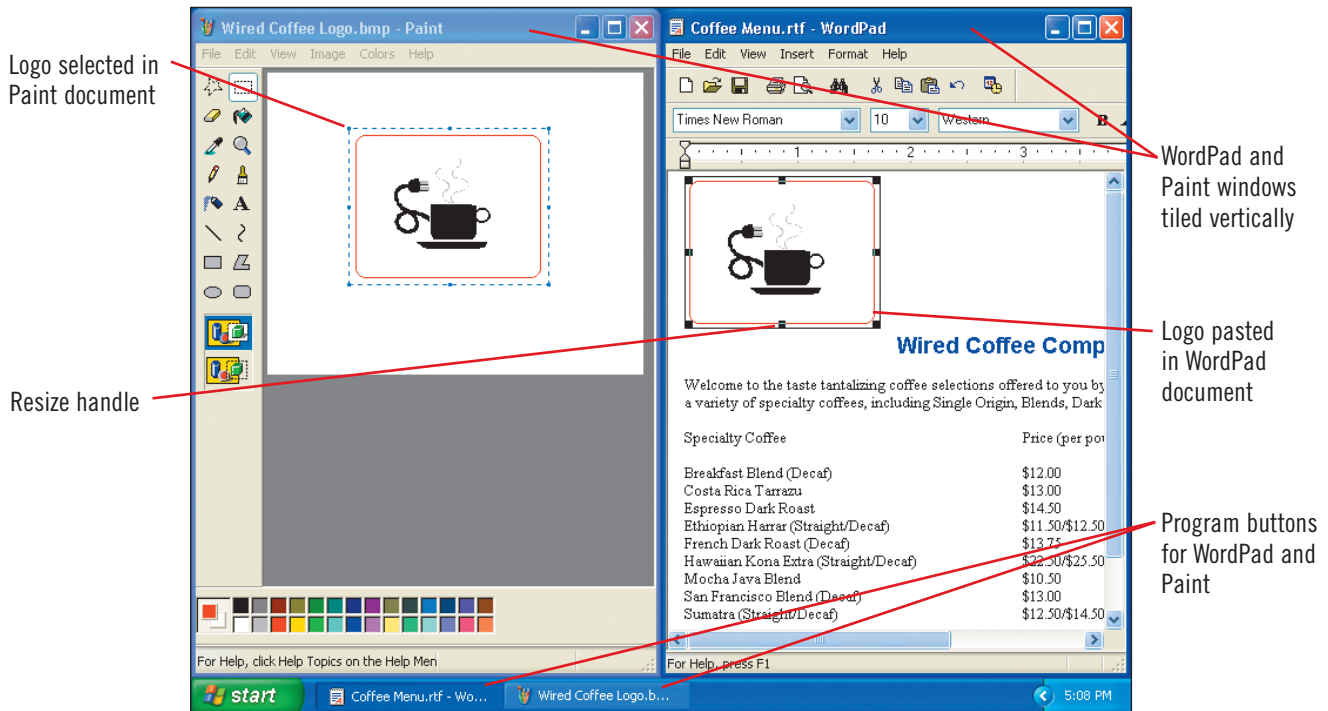


TABLE B-4: Overview of cutting, copying, and pasting

function	toolbar button	keyboard shortcut	drag-and-drop method
Cut: Removes selected information from a file and places it on the Clipboard		[Ctrl][X]	Press and hold [Shift] as you drag selected text to move text without using the clipboard
Copy: Places a copy of selected information on the Clipboard, leaving the file intact		[Ctrl][C]	Press and hold [Ctrl] as you drag selected text to copy text without using the clipboard
Paste: Inserts whatever is currently on the Clipboard into another location (within the same file or in a different file)		[Ctrl][V]	Release the left mouse button when you have moved text to the location you want



Switching between files

When you open many file and program windows, the taskbar groups related files together under one program button to reduce the clutter on the taskbar and save space. For example, if you have five windows open, and two of them are Paint files, the two Paint file buttons on the taskbar are grouped together into one button named *2 Paint*. When you click the *2 Paint* button on the taskbar, a menu appears listing the open Paint files, from which you can choose the file you want to view, as shown in Figure B-10. The

taskbar only groups file buttons together if the taskbar is overcrowded with windows. If you have only two Paint windows opens, the Paint file buttons will not group together. To open more than one Paint window, you need to start two versions of the program using the Start menu.


FIGURE B-10: Program buttons grouped on taskbar





Windows XP

Printing a Document

Printing a document creates a **printout** or hard copy, a paper document that you can share with others or review as a work in progress. Most Windows programs have a print option that you access through the Print dialog box and a Print button on the Toolbar. Although your printing options vary from program to program, the process works similarly in all of them. It is a good idea to use the **Print Preview** feature to look at the layout and formatting of a document before you print it. You might catch a mistake, find that the document fits on more pages than you wanted, or notice formatting that you want to do differently. Making changes before you print saves paper.  John decides to preview the coffee menu before printing the document. Satisfied with the result, John prints the Coffee Menu document.

Steps 1234

QuickTip

To zoom out from the zoom in position, click the print preview area or click Zoom Out in Print Preview.

1. In the WordPad window, click the **Print Preview button**  on the Toolbar

A reduced but proportionate image of the page appears in the Preview window, shown in Figure B-11.

2. Move the pointer over the logo, the pointer changes to , then click the screen

The preview image of the page appears larger, and is easier to see. The space outside the dotted rectangle (not usable for text and graphics) is adjustable and determined by margin settings in the Page Setup dialog box. The **margin** is the space between the text and the edge of the document. The margin is too large, so you are not yet ready to print.

3. Click **Close** on the Print Preview toolbar

The Preview window closes, and you return to the Coffee Menu document.

4. Click **File** on the menu bar, then click **Page Setup**

The Page Setup dialog box opens. In this dialog box, you can change the margin setting to decrease or increase the area outside the dotted rectangle. You can control the length of a line by setting the left and right margins and the length of a page by setting the top and bottom margins. You can also change other printing options here, for example paper size, page orientation, and printer source, such as a paper bin or envelope feeder. Page orientation allows you to select **Portrait** (in which the page is taller than it is wide) or **Landscape** (in which the page is wider than it is tall).

5. In the Page Setup dialog box, select the number in the Left text box, type **1**, select the number in the Right text box, type **1**, then click **OK**

The document appears with new page margins. You should verify that you like the new margins before printing.


6. Click 

The page margins are smaller.


7. Click **Print** on the Print Preview toolbar

The Print dialog box opens, as shown in Figure B-12, showing various options available for printing. Check to make sure the correct printer is specified. If you need to change printers, select a printer. When you are finished, accept all of the settings.

QuickTip

To print a document quickly, click the Print button  on the Toolbar. To open the Print dialog box from the WordPad window, click File on the menu bar, then click Print.

8. In the Print dialog box, click **Print**

The WordPad document prints. While a document prints, a printer icon  appears in the status area of the taskbar. You can point to the printer icon to get status information. To close a program and any of its currently open files, click Exit from the File menu or click the Close button in the upper-right corner of the program window.

9. Click the **Close button** in the WordPad window

If you made any changes to the open file and did not save them, you will be prompted to save your changes before the program closes.

FIGURE B-11: WordPad document in Print Preview

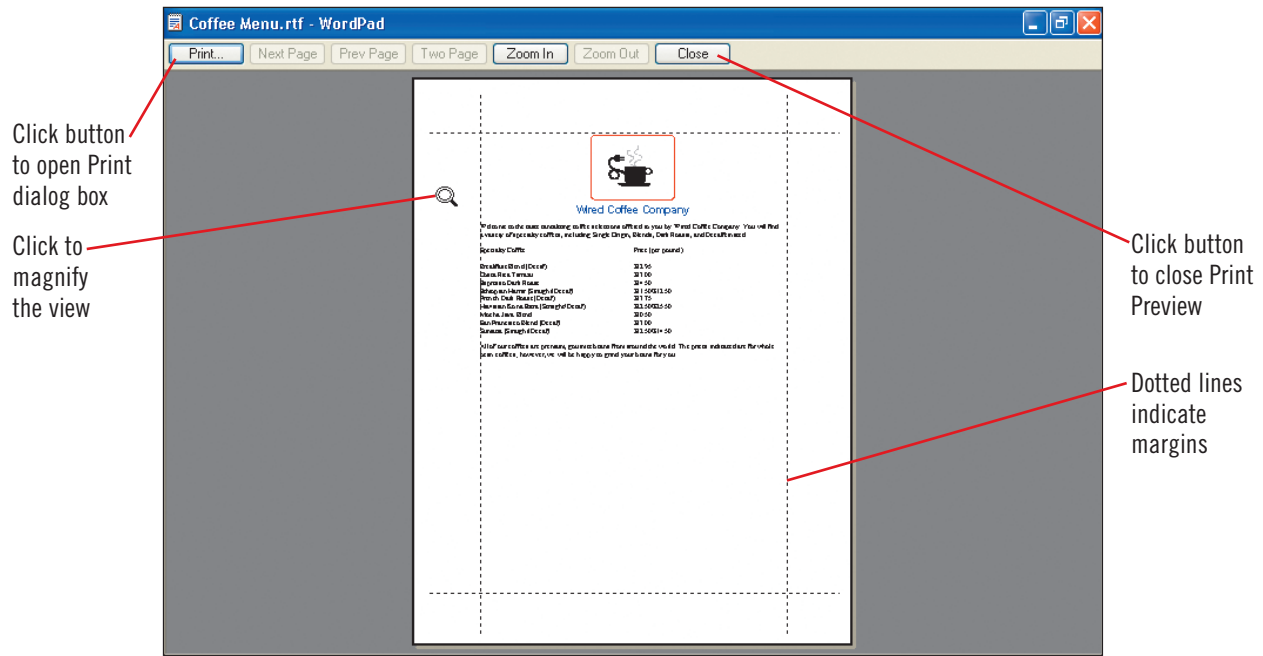
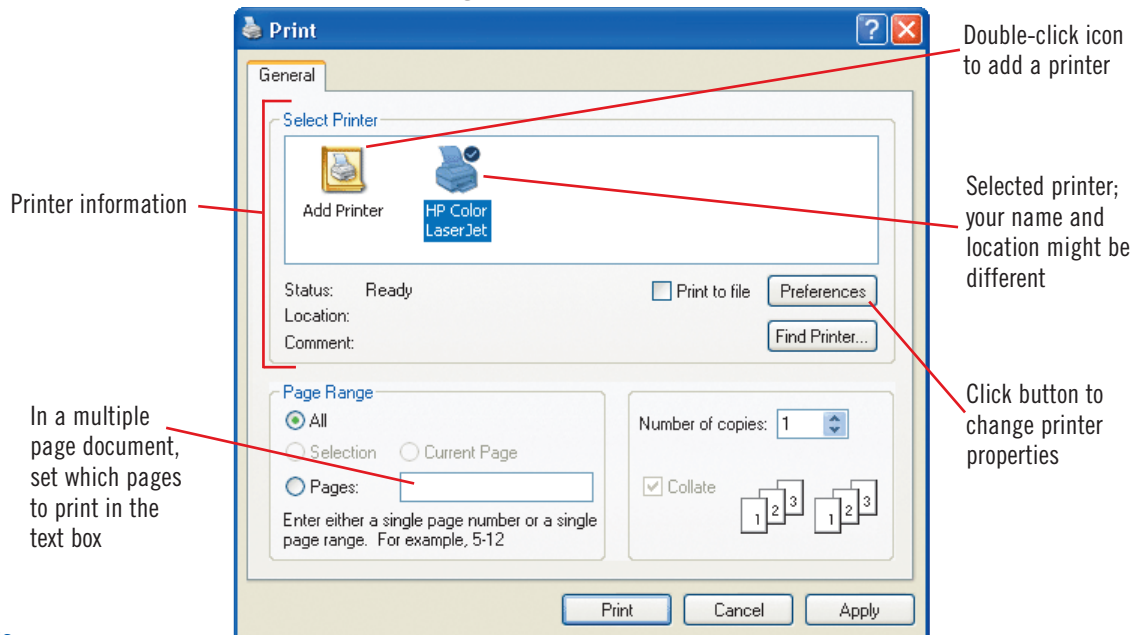


FIGURE B-12: Print dialog box



Installing a printer


A new printer is one of the most common hardware devices that computer users install. Windows makes installing a printer quick and easy with the Add Printer Wizard. The Add Printer Wizard asks you a series of questions to help you set up either a local or network printer, install printer software, establish a connection, assign a name to the printer, and print a test page to make sure that the printer works properly. You can start the Add Printer Wizard from a Print dialog box in

a program by double-clicking the Add Printer icon in the Select Printer box, or from the Control Panel by double-clicking the Printers and Faxes icon, then clicking Add a printer in the left pane under Printer Tasks. In the left pane of the Printers and Faxes window, you can also click Troubleshoot printing to help you fix a problem, or click Get help with printing to display printer information from the Help and Support Center or a Microsoft Product Support Services Web site.



Windows XP

Playing a Video or Sound Clip

Windows XP comes with a built-in accessory called **Windows Media Player**, which you can use to play video, sound, and mixed-media files. You can use it to play movies, music, sounds, and other multimedia files from your computer, a CD, a local network, or the Internet. The Windows Media Player delivers high-quality continuous video, live broadcasts, sound, and music playback, known as **streaming media**. You can also copy individual music tracks or entire CDs to your computer and create your own jukebox or playlist of media. With the Windows Media Player, you can modify the media, control the settings, and change the player's appearance, or **skin**. Windows XP comes with Windows Media Player version 8. To make sure you are using the most recent version of Windows Media Player, click Help on the Windows Media Player menu bar, then click Check for Player Upgrade or click Windows Update on the All Programs submenu on the Start menu. You must have an open connection to the Internet to perform this check.  John experiments using the Media Player to play a sample video and a sound.

Steps 1234

Trouble?

If the Windows Media Player window doesn't match Figure B-13, press [Ctrl][1] to display the screen in full mode, press [Ctrl][M] to show the menu bar, then click the Show Taskbar button, if necessary.

1. Click the **Start button** on the taskbar, point to **All Programs**, point to **Accessories**, point to **Entertainment**, then click **Windows Media Player**

The Windows Media Player opens in skin mode, in which the appearance varies, or full mode, which displays a Taskbar with tabs along the left side of the window and player controls that look and function similar to those on a CD player. The Windows Media Player opens to the Media Guide by default. If you are connected to the Internet, the WindowsMedia.com Web site appears, displaying current videos, music, and other entertainment. Otherwise, an information page appears.

2. Click **File** on the menu bar, click **Open**, click the **Look in list arrow**, then navigate to the drive and folder where your Project Files are located

A list of all the media files in the selected folder appears in the Open dialog box.

3. Click **Coffee Cup**, then click **Open**

The Coffee Cup video clip appears in the Now Playing tab and plays once, as shown in Figure B-13.

QuickTip

To play a music CD, insert the CD in the disc drive and wait for the Windows Media Player to start playing the CD. Double-click a track to play that track.

4. Click **File** on the menu bar, click **Open**, click the **Look in list arrow**, navigate to the drive and folder where your Project Files are located if necessary, click **AM Coffee**, then click **Open**

The Coffee Cup video clip is closed and the AM Coffee sound clip appears in the Now Playing tab and plays once.


5. Click **Play** on the menu bar, then click **Repeat**



You set the option to play the media clip continuously, or to **loop**.

6. Click the **Play button**

When you play a sound in the Now Playing tab, a visual effect, known as a **visualization**, appears, displaying splashes of color and geometric shapes that change with the beat of the sound, as shown in Figure B-14.

QuickTip

To select a specific visualization, click the Select visualization or album art button , then click the visualization you want.

7. Click the **Previous Visualization button**  or the **Next Visualization button**  to change the visual effect as the sound plays, then click the **Stop button** after the audio repeats several times

A new visual effect appears as the sound plays.

8. Click **Play** on the menu bar, click **Repeat** to turn off the option, then click the **Close button** in the Windows Media Player window

FIGURE B-13: Playing a video clip in Windows Media Player

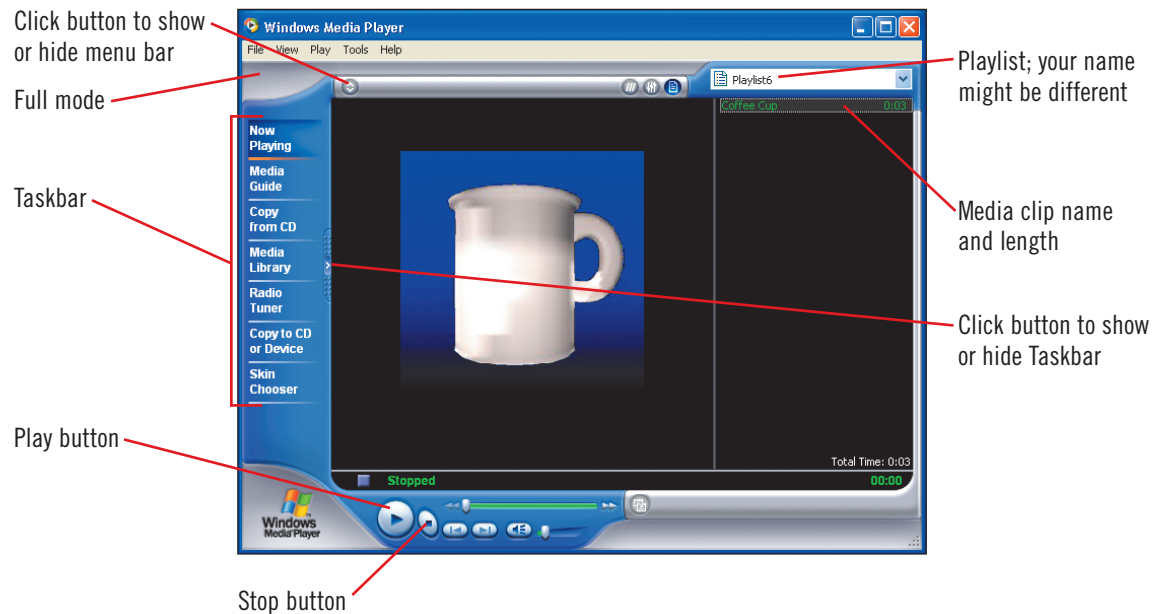
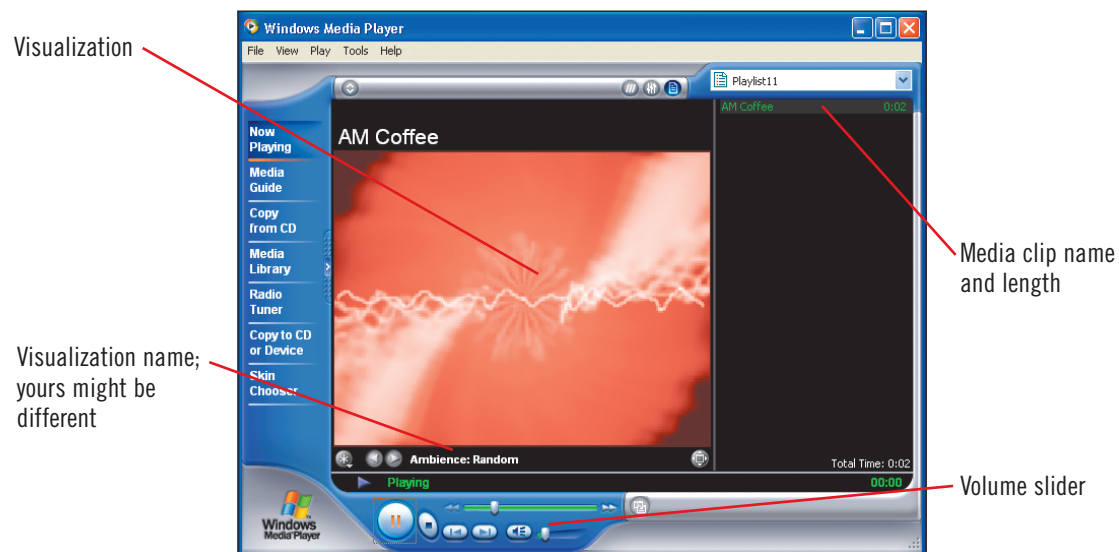


FIGURE B-14: Playing an audio clip in Windows Media Player



Playing media from the Internet


You can play media available on the Internet, such as videos, live broadcasts, and music tracks. You can stream the media directly from the Web site or by downloading the media file to your computer. When you stream the media, the video or music starts playing while the file is transmitted to you over the Internet. The streaming media is not stored on your computer. To stream media from the Internet, locate the Web site that contains the media you want to play using the Media Guide or Radio Tuner, click the link to the media, wait for Windows Media Player to start and the first data to be transmitted to a temporary

memory storage area called the **buffer**, then listen to and watch the multimedia. When you download a media file, you wait for the entire file to be transferred to your computer. To download a file, use the Media Guide or a Web browser to locate the media you want to download from the Internet, click the download link to open the File Download dialog box, click the Save this file to disk option, click OK to open the Save As dialog box, specify the location in which you want to save the file, click Save, wait for the file download, then click Close.





Windows XP

Creating a Movie


Windows comes with a multimedia accessory called **Windows Movie Maker**, which allows you to create movies from a variety of sources. You can create a digital movie using a digital video camera or digital Web camera or use a video capture card or other device to convert images from an analog video camera, videotape, or TV. Clips are organized in a **collection** for use in movie projects. To create a movie, you assemble the clips from a collection in one of two views, storyboard or timeline, then rearrange and crop parts of the movie. Storyboard view shows the order of video clips, and timeline view shows the duration of clips. You can also add a fade-in or -out transition between clips, and add audio, music, or narration. When you finish your movie, Movie Maker can compress the file.  John creates a movie from an existing collection.

Steps 1234


QuickTip

To create a collection, select a folder in the Collections pane, click the New Collection button , name the collection, then import existing media clips or click the Record button  to create a video.

QuickTip

To adjust the length of a media clip, select the clip, then drag the End Trim handle  in the Timeline. If a clip is not in the correct position, drag it in the Timeline to reposition it or click it and press [Delete].

QuickTip

To play an individual media clip, select the clip in the Timeline or Storyboard, then click the Play button  on the playback controls.

Trouble?

If a warning box appears asking to backup the collection, click No.




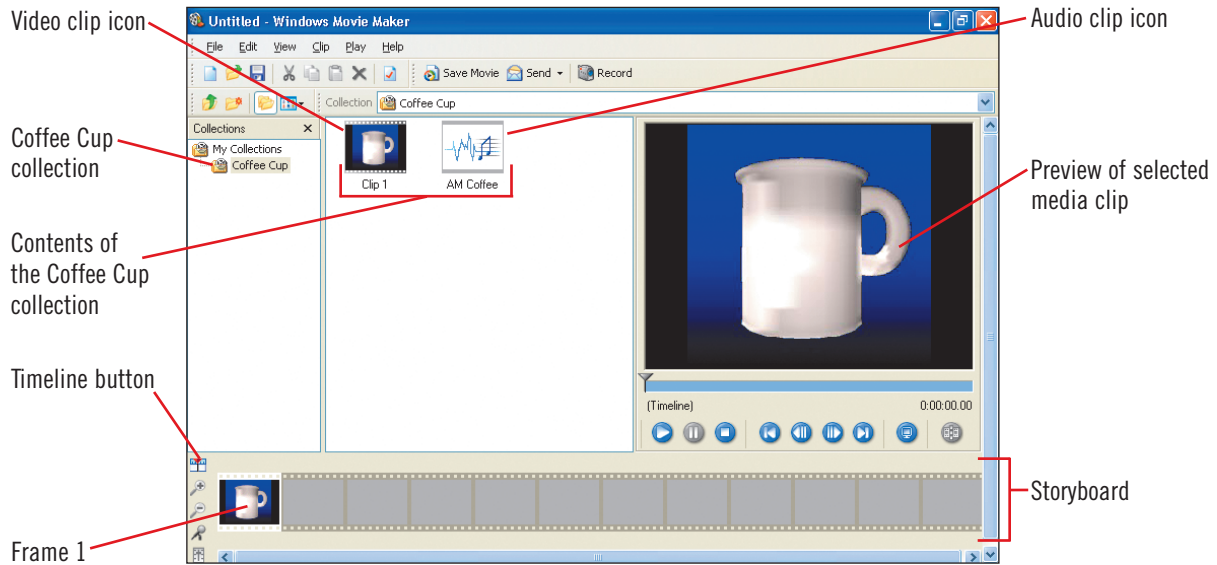
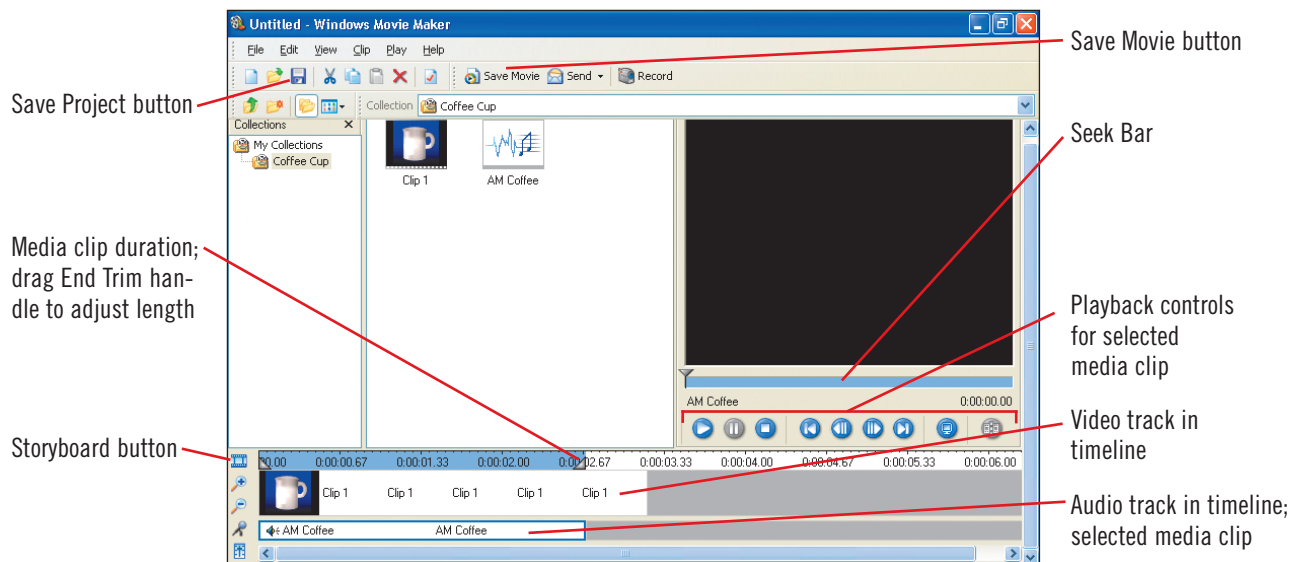
1. Click the **Start button** on the taskbar, point to **All Programs**, point to **Accessories**, click **Windows Movie Maker**, then click **Exit**, if necessary, to close the tour
The Movie Maker window opens.
2. Click **File** on the menu bar, click **Import** to open the Select the File to Import dialog box, click the **Look in list arrow**, navigate to the drive and folder where your Project Files are located, click **Coffee Cup**, then click **Open**
Movie Maker creates a collection called Coffee Cup, which includes the Coffee Cup video.
3. Click **File** on the menu bar, click **Import** to open the Select the File to Import dialog box, click the **Look in list arrow**, navigate to the drive and folder where your Project Files are located if necessary, click **AM Coffee**, then click **Open**
The AM Coffee sound is added to the Coffee Cup collection, as shown in Figure B-15.
4. Drag the **Clip 1** video clip icon onto frame 1 of the storyboard
When you drag the video clip onto the storyboard, an insertion point appears in frame 1.
5. Click the **Timeline button**  above the storyboard, then drag **AM Coffee** in the collection to the beginning of the audio track below the video clip
When you drag the sound, an insertion point appears in the audio track to indicate where to place it. The sound appears at the beginning of the audio track with a blue border around it, indicating it is currently selected, as shown in Figure B-16.
6. Click **Play** on the menu bar, then click **Play Entire Storyboard/Timeline**
As the movie plays, the movie time progresses, and a marker moves across the Seek Bar.
7. Click the **Save Project button**  on the Toolbar to open the Save Project dialog box, click the **Look in list arrow**, navigate to the drive and folder where your Project Files are located, select the text in the File name text box, type **Coffee Meltdown**, then click **Save**
The movie is saved in a form Movie Maker can recognize.
8. Click the **Save Movie button**  on the Toolbar to open the Save Movie dialog box, type **Coffee Meltdown** in the Title box, then type *Your Name* in the Author text box
The Save Movie dialog box asks you to select playback quality settings and enter display information. The playback quality set affects the file size and the download time.
9. Click **OK**, click the **Save in list arrow** in the Save As dialog box, navigate to the drive and folder where your Project Files are located if necessary, click **Save**, click **Yes** to watch the movie, then close Windows Media Player and Windows Movie Maker
The video is saved in the Windows Media Video Files (.wmv) format, and Windows Media Player plays the video.

FIGURE B-15: Adding a video to a movie in Windows Movie Maker**FIGURE B-16:** Adding a sound to a movie in Windows Movie Maker

Using copyrighted materials

When creating movies, documents, or other work on your computer where you are compiling elements from different sources, you have to consider whose property you are using. Videos, images, text, and sounds that you have created on your computer or with a digital camera, film camera, or sound recorder are your property to use as you want. However, media from other sources, including magazines, books, and the Internet are the intellectual property of others and may be copyrighted and have limitations placed

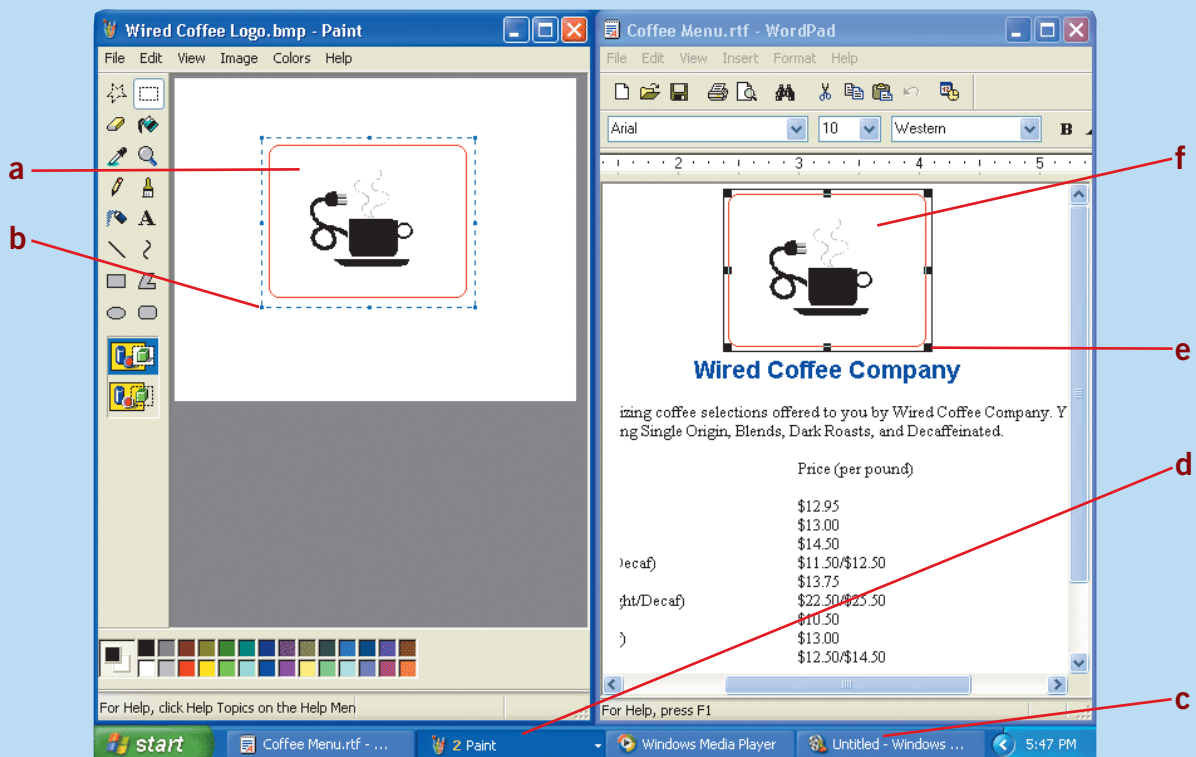
on their use. Permission for you to use the material may be granted by the copyright holder. Sometimes permission is received just by asking, and other times you may be required to pay a fee. It is your legal and ethical responsibility to use only images that belong to you or that you have permission to use. Once you receive permission, you can use a scanner to transfer images to your computer or download videos, images, and sounds from the Internet.

Practice

► Concepts Review

Label each of the elements of the screen shown in Figure B-17.

FIGURE B-17



1. Which element points to a selected logo in Paint?
2. Which element points to the selected logo in WordPad?
3. Which element points to the original logo?
4. Which element points to the copied logo?
5. Which element points to a grouped program button?
6. Which element points to a nongrouped program button?

Match each term with the statement that describes its function.

7. Accessories
8. Filename
9. Select
10. Cut
11. Copy

- a. Removes selected text or an image from its current location
- b. Copies selected text or an image from its current location
- c. A set of characters you assign to a collection of information
- d. A collection of programs that come built-in with Windows and enable you to perform certain tasks
- e. What you must first do to existing text before you can format, move, or copy it

Select the best answers from the following lists of choices.

12. What program command makes a copy of a file?
- a. Copy
 - b. Duplicate
 - c. Save As
 - d. Save
13. When WordPad automatically moves words to the next line, it is called:
- a. Margin.
 - b. Word wrap.
 - c. Tab.
 - d. Format insert.
14. Which of the following is not a way to select text?
- a. Drag over the text
 - b. Click the left margin in a line of text
 - c. Click File on the menu bar, then click Select
 - d. Double-click a word
15. What is the name of the Windows location that stores cut or copied information?
- a. Start menu
 - b. Hard drive
 - c. Paint
 - d. Clipboard
16. Which of the following controls the size of the empty border around a document?
- a. Paper Size
 - b. Paper Source
 - c. Orientation
 - d. Margins

► Skills Review

1. Open and save a WordPad document.

- a. Start WordPad.
- b. Open the WordPad file named **Win B-3** from the drive and folder where your Project Files are located.
- c. Save the file as **Choose Coffee** to the drive and folder where your Project Files are located.

2. Edit text in a WordPad document.

- a. Change the spelling of the word “neuances” to “nuances” in the last paragraph.
- b. Insert a space between the characters “r” and “a” in the word “ora” in the last line of the first paragraph.
- c. Delete the word “heavy” in the last line of the first paragraph, then replace it with “medium.”
- d. Move the first paragraph and its title to one line below the second paragraph and title.

3. Format text in WordPad.

- a. Select all the text in the file named **Choose Coffee**.
- b. Change the text font to Garamond (or another available font), then change its size to 12 point.
- c. Center the text “Wired Coffee,” then change it to 16 point boldface.
- d. Underline the text “How to Choose a Coffee” and “How to Taste the Difference,” and change both to 14 point font size and blue color.
- e. Click anywhere in the WordPad window outside of the selected text, then save the document.

4. Use Paint.

- a. Start Paint, then open the file **Win B-2** from the drive and folder where your Project Files are located.
- b. Save this file as **Wired Coffee Logo 2** to the drive and folder where your Project Files are located.
- c. Draw a green circle around the logo.
- d. Use the Undo command or Eraser/Color tool as necessary if the circle doesn’t fit around the logo.
- e. Save the file.

5. Copy data between programs.

- a. Tile the WordPad and Paint windows vertically. (*Hint: Maximize both windows first.*)
- b. Select the logo in the Paint window, then copy it to the Clipboard.
- c. In WordPad, place the insertion point at the beginning of the document, then maximize WordPad.
- d. Paste the logo in the blank line, then center it.
- e. Save the Choose Coffee file. Close the Wired Coffee Logo 2 file, then close Paint.

6. Print a document.

- a. Add your name to the bottom of the document, then print the Choose Coffee file.
- b. Close all open documents, then close WordPad.

7. Play a video clip or sound.

- a. Start Windows Media Player.
- b. Open the Better Coffee sound from the drive and folder where your Project Files are located.
- c. Play the sound, change the visualization, then close Windows Media Player.

8. Create a movie.

- a. Start Windows Movie Maker.
- b. Import the Coffee Cup video and the Better Coffee sound from the drive and folder where your Project Files are located.
- c. Drag the video clip to frame 1, then drag the sound clip to the audio track.
- d. Drag another copy of the video clip after the first one, drag the End Trim handle to reduce the size of the video clip to end with the audio track, then play the movie.
- e. Save the project as **Coffee Time**, give the movie file the same name, save it with medium quality, then close Windows Movie Maker.

► Independent Challenge 1

You own an international bookstore, and you need to create a bestsellers list of international books that you can give to customers. Use WordPad to create a new document that lists the top 10 bestselling international books in your stock. In the document include the name of your bookstore and its street address, city, state, zip code, and phone number, and for each book, the author's name (last name first), title, and publication date. You will make up this information.

- a. Start WordPad. Enter the heading (the name of the bookstore, address, city, state, zip code, and phone number), pressing [Enter] after the name, address, and zip code.
- b. Center the heading information and add color to the heading text.
- c. Enter the title **Bestsellers List**, center it, then change the font size to 18 point.
- d. Enter the information for at least 10 books, using [Tab] to create columns for the author's name, the title, and the publication date. Be sure that the columns line up with one another.
- e. Italicize the title of each book, then format the last and first names of each author with boldface.
- f. Add your name to the bottom of the document.
- g. Save the list as **Bestsellers List** to the drive and folder where your Project Files are located.
- h. Print the document, then close WordPad.

► Independent Challenge 2

Your parents are celebrating their twenty-fifth wedding anniversary. Using WordPad, you want to create an invitation to a party for them. Using Paint, you then want to paste a map of the party location onto the invitation.

- a. Start WordPad, then type the information for the invitation, which includes the invitation title, your parents' names; date, time, and location of the party; directions; your name and phone number; and the date to respond by.
- b. Change the title text to 18 point, boldface, center align, then add color.
- c. Change the rest of the text to 14 point Times New Roman.
- d. Save the WordPad document as **Invitation** to the drive and folder where your Project Files are located.
- e. Start Paint, then open the file **Invitation Map** from the drive and folder where your Project Files are located.
- f. Copy the map to the Clipboard.
- g. Place the insertion point above the instructions in the invitation, then paste the map into the WordPad document.
- h. Add your name to the bottom of the document.
- i. Save the document, preview the document, make any necessary changes, then print the document.
- j. Close WordPad and Paint.

► Independent Challenge 3

As vice president of Things-That-Fly, a kite and juggling store, you need to design a new type of logo, consisting of three simple circles, each colored differently. You use Paint to design the logo, then you paste the logo into a WordPad document.

- a. Start Paint, then create a small circle, using the [Shift] key and the Ellipse tool.
- b. Select the circle using the Select tool, then copy the circle.
- c. Paste the circle from the Clipboard in the Paint window, then use the mouse to drag the second circle below and a bit to the right of the first.
- d. Paste the circle again, then use the mouse to drag the third circle below and a bit to the left of the first.
- e. For each circle, use the Fill With Color tool in the Toolbox, select the color in the Color box you want the circle to be, then click inside the circle you want to fill with that color.
- f. Using the Select tool, select the completed logo, then copy it.
- g. Save the Paint file as **Stationery Logo** to the drive and folder where your Project Files are located.
- h. Open WordPad, place the insertion point on the first line, then center it.
- i. Paste the logo in the document, deselect the logo, press [Enter] twice, then type **Things-That-Fly**.
- j. Change the text to 18 point boldface, then add several colors that coordinate with the logo.
- k. Add your name to the bottom of the document.
- l. Save the WordPad document as **Stationery** to the drive and folder where your Project Files are located.
- m. Preview the document, make any changes, print the document, then close WordPad and Paint.

► Independent Challenge 4

As creative director at Digital Arts, a music company, you need to find sample sounds for a demo CD. You use Windows Media Player to open sound files located on your computer or the Internet (if available) and play them. You also use the Media Library in Windows Media Player to keep track of the sounds you like best.

- a. Open Windows Media Player.
- b. Open all the sound files in the Media folder (in the Windows folder) on your computer, or play sounds on the Internet using the Media Guide. (*Hint:* You can use the Search Computer For Media command on the Tools menu to help you find the sounds.)
- c. Play each sound file. Close the Windows Media Player.

► Visual Workshop

Re-create the screen shown in Figure B-18, which displays the Windows desktop with more than one program window open. You can use the file **Win B-2** for the coffee cup logo (Save it as **A Cup of Coffee** to the drive and folder where your Project Files are located) and the file **Wired Coffee Logo**. Create a new WordPad document, save it as **Good Time Coffee Club** to the drive and folder where your Project Files are located, and enter the text shown in the figure. Print the screen. (Press [Print Screen] to make a copy of the screen, open Paint, click Edit on the menu bar, click Paste to paste the screen into Paint, then click Yes to paste the large image, if necessary. Click the Text button on the Toolbox, click an empty space in the Paint work area, then type your name. Click File on the menu bar, click Page Setup, change 100% normal size to 50% in the scaling area, then click OK. Click File on the menu bar, click Print, then click Print.)

FIGURE B-18

